



# downtown digital inc

large format digital printing for architects, engineers, contractors and developers

# work order



customer name \_\_\_\_\_

date \_\_\_\_\_

phone number \_\_\_\_\_ fax number \_\_\_\_\_

date needed \_\_\_\_\_

address - if new customer \_\_\_\_\_

time needed \_\_\_\_\_



delivery  wait

ask us to how to order online!

[www.downtown-digital.com](http://www.downtown-digital.com)

delivery notes \_\_\_\_\_

ordered by \_\_\_\_\_

## "no plotting charges"

project name or number	# of originals	# of copies	service code	output size	output paper / disk	sf (office use)
						special instructions
						special instructions
						special instructions
						special instructions

### service code

- S1 black & white XEROX copying - from hard copy
- S2 black & white digital printing from electronic file
- S3 scanning - archive - scan to file
- S4 digital color plotting (28lb bond)
- S5 small format copying (8 1/2 x 11 or 11 x 17)
- S6 enlarge or reduce
- S9 color scan
- S10 small format color printing
- P1 PlanWell™
- PS priority service

### service code

- S2.1 erasable vellum
- S2.2 mylar
- S2.3 presentation bond
- S2.4 pink, yellow, blue or green bond
- S3.1 small format scans
- S4.4 presentation board
- Labor - folding; emailing; screwposting
- cd

deliver originals to:	deliver prints to:
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bill to:  credit card: visa or mastercard  account (please call with credit card information) all prints will be stapled u.o.n.